

**South Colonie
Teachers Association
Constitution**

2005



SOUTH COLONIE TEACHERS ASSOCIATION

OFFICERS:

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FIRST VICE-PRESIDENT	CHRIS SCHULTZ
SECOND VICE-PRESIDENT	KAREN MACWATTERS
CORRESPONDING SECRETARY	MARK TETER
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TABLE OF CONTENTS

Dates and Deadlines	1
Article I Name	2
Article II Purpose	2
Article III Membership.....	2
Article IV Members of the Executive Board	
Section 1 Officers of the Association.....	3
Section 2 Other Members of the Executive Board.....	3
Article V Meetings	
Section 1 General Meetings.....	4
Section 2 Executive Board Meetings	4
Section 3 Chapter Meetings	4
Article VI Amendments	4
By-Law I Rules of Order	5
By-Law II Affiliation and Registration	5
By-Law III Qualification of Officers	5
By-Law IV Duties of Association and Chapter Officers	
Section 1 Association Officers	5
Section 2 Chapter Officers	7
By-Law V Duties of the Executive Board.....	8
By-Law VI Elections	
Section 1 Association Officers	9
Section 2 Chapter Officers	9
Section 3 Delegates to the Representative Assembly	10
Section 4 Delegates to the National Assembly of the AFT	10
Section 5 ED #10 Delegate Guidelines.....	10
By-Law VII Committees	
Section 1 Standing Committees	11

Section 2 Special and School District Committees.....	11
Section 3 Appointment of Standing Committee Chairpersons And Co-Chairpersons	11
Section 4 Duties of Committees	12

By-Law VIII Impeachments

Section 1 Association President and Vice Presidents	13
Section 2 Other Association Officers	13
Section 3 Chapter Officers	13

By-Law IX Vacancies	13
---------------------------	----

By-Law X Quorums	14
------------------------	----

By-Law XI Dues	14
----------------------	----

By-Law X11 Ratification	14
-------------------------------	----

By-Law XIII Effective.....	14
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DATES AND DEADLINES

- September - (1st Regular Meeting) - Association President delivers State of the Association Message. (By-Law IV, Section I)
- December 15 - Membership list posted by each chapter. (By-Law III, Section 5)
- March - (Two months prior to election of officers) - Nominating Committee Chosen by the Executive Board. (By-Law VI, Section I)
- April - Audit of Treasurer's Books. (By-Law V, Section 6)
- April - (1st Meeting) - Candidates for SCTA Office presented by Nominating Committee to Executive Board. (By-Law VI, Section I)
- April - (1st Meeting) - Nominating petitions (at least 25 signatures) accepted and verified by Executive Board. (By-Law VI, Section I)
- May - (1st Meeting) - Proposed budget presented to Executive Board for recommendation. (By-Law V, Section 2)
- May - (5th school day following 1st Executive Board Meeting of month) - Election of Association Officers. (By-Law VI, Section I)
- May - (5 school days following tabulation of votes) - Run-off election, if necessary. (By-Law VI, Section 1)
- May - (5th school day following 1st Executive Board Meeting of month) - Election of Chapter Officers. (By-Law VI, Section 2)

Proposed Constitution Amendments:

- 1) Placed on next regularly scheduled Executive Board Agenda following receipt. (Article VI, Section I)
- 2) Written justification to membership 10 days prior to vote. (Article VI, Section I)
- 3) Notification of proposed amendment(s) to membership 10 days prior to vote. (Article VI, Section 2)

SOUTH COLONIE TEACHERS ASSOCIATION
CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be known as the South Colonie Teachers Association, hereinafter referred to as this Association.

ARTICLE II - PURPOSE

The purpose of this Association shall be:

To provide an opportunity for continuous study of the problems of the profession and to provide a means of advancing its standards.

To develop a greater understanding of educational problems among the teachers and the community.

To promote the improvement of the educational program in the South Colonie School District.

To provide a local action body in support of programs of local, state, and national associations and build a closer relationship with each.

To promote the general welfare of its members.

ARTICLE III - MEMBERSHIP

Section 1. Membership will be drawn from all public schools within the South Colonie School District.

Section 2. All members of the legally determined bargaining unit of the South Colonie Teachers Association shall be eligible for active membership in this Association.

Section 3. Retired SCTA members who wish to remain active in union affairs are eligible for membership. They shall have all the rights and responsibilities of active members except for the right to vote. They shall not be counted as part of the voting membership. *They shall have one (1) elected member from their membership as a voting member of the SCTA Executive Board. A retired teacher chapter shall be established within the South Colonie Teachers Association for the purposes of:*

- A. *Maintaining the ties of professional unity between active and retired teachers.*
- B. *Representing and promoting the interests of retired teachers.*
- C. *Providing a forum for exchanging information of interest and benefit to retired members and for expression of their views.*

D. *All privileges of membership in the S.C.T.A. shall apply to retired members as indicated in other sections of this constitution.*

E. *All members of the Retiree Chapter of the S.C.T.A. shall hold simultaneous membership in the New York State United Teachers (N.Y.S.U.T.) and the American Federation of Teachers (A.F.T.). This chapter shall be known as the South Colonie Teachers Association Retiree Chapter.*

- Section 4. Each public school building shall be designated as a chapter of this Association.
- Section 5. *Teaching Assistant members shall constitute a chapter of the SCTA. They shall have all the rights and responsibilities of other active members except for the right to participate in a ratification vote of the teacher contract.*
- Section 6. Membership in this Association shall be contingent upon the receipt of current dues.
- Section 7. On or before December 15, each chapter shall post a complete list of that chapter's current membership in this Association.
- Section 8. The South Colonie Teachers Association and its members are affiliated with NYSUT and all its affiliates.

ARTICLE IV - MEMBERS OF THE EXECUTIVE BOARD

Section 1. Officers of the Association

There shall be a President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer of this Association elected as prescribed in the By-Laws of this Constitution. These members may make motions and may vote.

Section 2. Other Members of the Executive Board

Each chapter shall be represented by its Chapter President up to the first 25 members or majority thereof and one senator for each additional 20 members or majority thereof. *Retired teachers will be represented by one (1) retired teacher who has been elected by the retired teacher members of the South Colonie Teachers Association Retiree Chapter.* These members may make motions and may vote.

The immediate past President of this Association shall be a member of the Executive Board during the first presidential term succeeding his/her own term. The immediate past President may make motions but may not vote.

The Executive Board shall consist of the following members: members of the negotiating team, delegates to the Representative Assemblies; and chairpersons of the Standing Committees. These members may neither make motions nor vote.

ARTICLE V - MEETINGS

Section 1. General Meetings

The time and place for general meetings of this Association shall be designated by the President or by the Executive Board as the need arises.

There shall be a general meeting at the beginning of the school year.

General meetings may also be called by written request of a majority of the membership of a chapter.

Section 2. Executive Board Meetings

Executive Board meetings will be held at least once a month during the school year.

Additional Executive Board meetings may be called by the President of this Association; by the request of a majority of the voting members of the Executive Board; or by written request of ten percent of the membership of this Association.

Section 3. Chapter Meetings

Chapter Presidents shall report official Association business to their members each month or as the need arises.

Chapter meetings may be called by the Chapter President or upon written request of 20 percent of the members of that chapter. A copy of the reasons for the request of a special meeting called by the members shall be submitted to the Executive Board.

ARTICLE VI - AMENDMENTS

Section 1. Upon written petition of ten members of this Association or a committee established by the Executive Board, amendments to the Constitution may be introduced at any meeting of the Executive Board.

The Executive Board will place proposed amendment(s) on the agenda for the next regularly scheduled Executive Board meeting following the receipt of the petition.

One of the petitioners, or a committee chairperson, must be present at the Board meeting to discuss the proposed amendment(s).

The Executive Board may recommend or not recommend acceptance of the amendment(s). Written justification will be circulated to the general membership at least ten days prior to the vote on the amendment(s).

- Section 2. Association members shall be notified of the proposed amendment(s) at least ten days prior to the vote on the amendment(s).
- Section 3. Amendments, when approved by a majority vote of the total membership of this Association, shall become part of the Constitution.

BY-LAWS

BY-LAW I - RULES OF ORDER

Robert's Rules of Order, revised, shall be the authority on all questions of procedure not specifically stated in this Constitution and By-Laws.

BY-LAW II - AFFILIATION AND REGISTRATION

- Section 1. This Association shall be affiliated annually with the NYSUT and AFT upon meeting the standards for affiliation.
- Section 2. This Association shall be registered annually with the Board of Regents of the State of New York as a professional organization of teachers.

BY-LAW III - QUALIFICATION OF OFFICERS

Qualification for officers of the Association shall be active membership in the South Colonie Teachers Association.

BY-LAW IV – DUTIES OF ASSOCIATION AND CHAPTER OFFICER

- Section 1. Association Officers
- A. The President of the Association
- (1) Shall be vested with the executive powers and responsibilities of the South Colonie Teachers Association.
 - (2) Shall preside at all meetings of the Executive Board and this association.
 - (3) Shall call and chair all regular and special meetings of this Association.
 - (4) Shall appoint, with the consent of the Executive Board, chairpersons and co-chairpersons of the standing and ad hoc committees.

- (5) Shall appoint members of the Negotiations Committee with the approval of the Executive Board.
- (6) Shall be responsible for all Association correspondence and communication.
- (7) Shall be responsible for the agenda of each Executive Board meeting.
- (1) Shall be responsible for a State of the Association message to be delivered at the first regularly scheduled meeting in September.
- (2) Shall call upon the chairperson of each standing committee and ad hoc committee and officers of the Executive Board for advice and reports.
- (10) Shall be a voting member of all standing committees.
- (11) Shall deliver, at the end of the term of office, to the newly elected President, a file of all pertinent Association records, correspondence, etc.

B. The First Vice-President of the Association

- (1) Shall work with the President, attend all Executive Board meetings and assume all duties of the President in case of the President's absence, resignation, removal, termination of employment, or ineligibility for membership.
- (2) Shall be responsible for such other activities as assigned by the President and Executive Board *working closely with all chairs of Standing Committees, or as the President and Executive Board assigns.*
- (3) Shall act as parliamentarian at all general and Executive Board meetings.

C. The Second Vice-President of the Association

- (1) Shall work with President and the *First Vice-President, attend all Executive Board Meetings and assume all duties of the First Vice-President in the case of the First Vice-President's resignation, removal, termination of employment, or ineligibility for membership.*
- (2) Shall be responsible for being the chair for the Membership committee and working closely with the Treasurer in this capacity, and as the President and the Executive assigns.

D. The Recording Secretary of the Association

- (1) Shall keep a record of all meetings of this Association and the Executive Board.
- (2) Shall furnish all members of the Association with duplicated copies of the minutes of each Executive Board meeting.
- (3) Shall deliver, at the end of the term of office, to the newly elected Recording Secretary, the minutes and other records of this Association.

E. The Corresponding Secretary of the Association

- (1) Shall be responsible for carrying on the correspondence of the Association as directed by the President or the Executive Board.
- (2) Shall notify all members of the Executive Board of regular meetings at least one week prior to date of meeting.
- (3) Shall keep an accurate file of all incoming and outgoing correspondence pertaining to this Association as directed by the President or Executive Board.

F. The Treasurer of the Association

- (1) Shall be bonded and shall keep an accurate account of all receipts and expenditures of this Association.
- (2) Shall make reports of the financial status of this Association at all general and Executive Board meetings.
- (3) Shall have an April audit of all financial records.
- (4) Shall deliver, at the end of the term of office, to the newly elected treasurer, all records and other materials which pertain to the finances of this Association.
- (5) *Shall work with the Second Vice-President, who shall act as Membership chair.*

Section 2. Chapter Officers

A. Chapter Presidents

- (1) Shall call for and preside at all meetings of the chapters.
- (2) Shall be responsible for the election or appointment of chapter representatives and alternates to serve on the Associations standing committees.
 - (1) Shall appoint special committees, when necessary, within the chapter not otherwise provided for in this Constitution.
 - (4) Shall be voting members of the Executive Board, representing their chapters.

- (5) Shall include in their duties the processing and maintaining of a file of previous and current grievances for their buildings. The Chapter Presidents may appoint another chapter member to fulfill this duty.
- (6) Shall, at the end of their terms, turn over any records of their chapters to the newly elected Chapter Presidents.
- (7) Shall be responsible for the collection of all Association dues for their chapters and shall keep an accurate account of all receipts and expenditures of their chapters, At the end of the term of office they shall deliver to the newly elected Chapter Presidents, all records and other materials which pertain to the finances of their chapter.

B. Chapter Senators

- (1) Shall work with the Chapter Presidents and temporarily assume duties in case of absence, resignation, termination of employment, or ineligibility for membership of the Chapter President.
- (2) Shall be responsible for such other activities as assigned by the Chapter Presidents.
- (3) Shall be voting members of the Executive Board as representatives of their chapters.

BY-LAW V - DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall be responsible for conducting the routine business of this Association and for all legislative policy of the Association. The Executive Board shall also review proposals submitted by the standing committees, make recommendations, and be responsible for the disposition of such proposals.

Section 2. At its first meeting in May, a budget will be submitted by the Association President and Treasurer for recommendations by the Executive Board. A proposed budget shall be submitted to the membership for approval which shall be by a majority of the members of this Association.

Section 3. The Executive Board shall meet at least once a month during the school year.

Section 4. Any member of the Association who is not a member of the Executive Board may attend its meetings, shall sit apart from the voting body, and may receive permission to speak.

Section 5. Once a member of the Association has been brought up on charges by the Board of Education, the Executive Board has the right to investigate the situation and act as it deems appropriate.

Section 6. Executive Board shall be responsible for appointing a committee to conduct an April audit of the Treasurer's books.

BY-LAW VI – ELECTIONS

Section 1. Association Officers

The officers of this Association shall hold office for a term of *two years* and may be re-elected. They shall be elected as follows:

Candidates for Association offices may be nominated by a nominating committee chosen by the Executive Board of this Association two months prior to the election. This committee will present its nominees at the first Executive Board meeting in April.

Candidates may also be nominated by a petition consisting of the signatures of at least 25 members in good standing. Nominating petitions for officers of the Association will be accepted and verified by the Executive Board at its first meeting in April.

A candidate duly nominated, who secures a vote of the majority of the members voting, shall be elected to office.

Such elections shall be governed by the rules of the Executive Board and held on the fifth school day following the first Executive Board meeting in May. Voting shall be by secret ballot.

If a majority is not gained by any one of the candidates for a particular office, a run-off election is to be held for such office five days after the tabulation of votes. The two candidates receiving the greatest number of votes shall be candidates in the run-off election.

Newly elected officers shall attend all Executive Board meetings until they take office. These officers may take part in discussion but may neither make motions nor vote.

Newly elected officers shall take office *on July 1st*.

Upon election to an Association office, that officer shall resign his/her position as Chapter President or Chapter Senator on July 1st.

Section 2. Chapter Officers

A. The election of chapter officers shall be by the members of each individual chapter on the fifth school day following the first Executive Board meeting in May of every other year as designated in subsection B of Section 2 of this By-Law.

B. Chapter elections will be held according to the following schedule:
In even numbered years, elections will be held in Shaker Road, Lisha Kill, Saddlewood, and Colonie Central.

In odd numbered years, elections will be held in Veeder, Forest Park, Roessleville, Sand Creek, and Teaching Assistant Chapter.

The middle schools, Sand Creek, and Lisha Kill, will elect co-presidents, one from grades 4-6 and one from grades 7-8, with senators being elected from the total membership. All representatives from the middle school are elected by the total membership of each school.

- C. The term of office for duly elected chapter officers shall be two years. The term of office shall begin *on July 1st*.
- D. *If a Chapter President or Chapter Senator is elected to an Association Officer position, the chapter affected will hold a special election within ten days. The new Chapter President or Chapter Senator will take office July 1st.*

Section 3. Delegates to the Representative Assembly

- A. The Executive Board shall appoint a nominating committee to recommend nominees for delegates to the NYSUT Representative Assembly. These delegates shall be At-Large delegates elected by a majority of the members voting. One of these delegates shall be the President of this Association or designee.
- B. When total membership entitles this Association to an additional delegate, there will be another At-Large election by the general membership.
- C. The Executive Board shall designate the responsibilities of delegates.

Section 4. Delegates to the National Assembly of the AFT

The procedure for the election of delegates to the National Assembly of the AFT shall be the same as that for delegates to the NYSUT Representative Assembly as outlined in By-Law VI - Section 3.

Section 5. ED #10 Delegate Guidelines

The election of the delegates and the alternate will take place in the spring of each year. Length of the term is two years. The positions will alternate between years so that there are always two experienced delegates serving each year.

New delegates/alternate will start their terms in the fall of their elected year. Existing delegates/alternate will serve their term through the end of the summer.

ED #10 delegates/alternate are responsible for attending monthly meetings conducted by NYSUT.

All delegates are expected to attend the Representative Assembly (R.A.) in the spring of each year. If a delegate is unable to attend the R.A., the alternate will register as a full delegate in their place. All delegates/alternate are expected to attend the American Federation of Teachers (AFT) conference every other summer.

All delegates/alternate must attend at least three ED #10 meetings prior to the R.A. to be eligible for the conference.

When attending either the R.A. or the AFT conference, each delegate/alternate will be required to attend the majority of the conference. If they will miss the registration and/or the voting, they should not attend.

One delegate will report to the Executive Board after the R.A. and the AFT.

BY-LAW VI – COMMITTEE

Section 1. Standing Committees

This Association shall have the following standing committees: Grievance, Negotiations, Scholarship, Newsletter, and Social.

Section 2. Special and School District Committees

- A. Special committees may be appointed by the President of this Association with the consent of the Executive Board or on recommendation of the membership of this Association. The responsibilities and term of a special committee should be outlined specically in the resolution creating it.
- B. SCTA appointees to school district committees shall be selected by the President of this Association with the consent of the Executive Board. These appointees shall report monthly to the Executive Board.

Section 3. Appointment of Standing Committee Chairpersons and Co-Chairpersons

- A. The chairperson of standing committees shall be appointed by the President of the SCTA with the consent of the Executive Board.
- B. The terms of office for standing committee chairpersons and co-chairperson shall be one year; they may be reappointed.
- C. Outgoing committee chairpersons will deliver to the newly appointed chairperson all records pertaining to the work of that committee.

Section 4. Duties of Committees

- A. Each standing committee shall make a report of its work and progress to the Executive Board. This report may include recommendations for appropriate action by the Executive Board.

Each chapter representative on the standing committee shall make a report of that committee's work and progress to his/her chapter at its regularly scheduled meetings.

B. Specific Duties

- (1) Grievance Committee shall be responsible for handling and processing grievances which may evolve from misinterpretation and/or violation of our professional contract and/or school policy or practice. Its responsibility shall be to report any violation to the Executive Board. The chairperson shall maintain a file of previous and current grievances in the SCTA office.
 - (2) Negotiations Committee shall be responsible for negotiations of the proposals recommend for action by the Executive Board. The members of this committee shall include members from elementary and secondary levels, *and one retired teacher*, who shall be a non-voting member. They shall be appointed by the President with the approval of the Executive Board. At the conclusion of a negotiated agreement, the chairperson shall file all pertinent records, documents, and notes in the SCTA office.
 - (3) Scholarship Committee shall be responsible for raising and allocating funds for scholarships and grants with the approval of the Executive Board. This committee shall select recipients of scholarships and grants.
 - (4) Social Committee shall organize activities which will promote a feeling of "good fellowship" among the members and shall assist in the orientation program for new teachers.
- (5a) *Newsletter Committee shall be responsible for dissemination of information to the members of this local. The duties shall include, but not be limited to, editing and publication of a newsletter (currently called Vibrations) 5 times a year.*

In the months when it (Vibrations) is not published, it shall be the responsibility of the Newsletter Committee to publish a shorter newsletter/update to apprise members of upcoming events, meetings and issues.

Members of the Newsletter Committee, as well as other members of the local who have SCTA business to impart, shall generate the information in the letter. This may include an officer, the public relations specialist, web-site-designer, grievance chair, and chief negotiator.

(5b) The Webmaster will be responsible for creating, maintaining, and updating the SCTA Website. The Webmaster and the Newsletter Committee, as well as other members of the local who have SCTA business to impart, shall generate the information used. This may include any officer, public relations specialist, grievance chair, and chief negotiator.

BY-LAW III - IMPEACHMENTS

Section 1. Association President and Vice President

Impeachment charges may be brought by written petition of one-quarter of this Association's membership. Upon presentation of such petition, the office of President or Vice President may be declared vacant by two-thirds vote by ballot of this Association's membership.

Section 2. Association Officers (other than President and Vice President)

Impeachment charges may be brought by written petition of one-quarter of the voting members of the Executive Board. Upon presentation of such petition, the office may be declared vacant by two-thirds vote of the voting members of the Executive Board.

Section 3. Chapter Officers

Impeachment charges may be brought by written petition of one-quarter of the members of the chapter involved. Upon presentation of such petition, the office may be declared vacant by two-thirds vote of the members involved.

BY-LAW IX – VACANCIES

Section 1. In the event a vacancy occurs in the office of Association President, the Vice President of this Association shall succeed to the presidency and serve until the next election.

Section 2. In the event a vacancy occurs in the office of Vice President of this Association, a special election shall be held according to the procedure set forth in By-Law VI, Section I.

Section 3. In the event the offices of both the President and Vice President of this Association become vacant before the expiration of their terms of office, a special Executive Board meeting will be held for the purpose of nominating a list of candidates to fill these offices. The Recording Secretary of the Association will chair the meeting. The Executive Board will choose one of their members to assume the duties of President and Vice President until a special election is held.

- Section 4. In the event a temporary or permanent vacancy occurs in the office of Chapter President or Senator, a special election shall be held by the members of that Chapter as soon as possible to fill the vacancy.
- Section 5. If the office of Recording Secretary, Corresponding Secretary, or Treasurer of this Association is vacated, a special election by the Executive Board shall be held to fill the vacancy.
- Section 6. The Executive Board shall have the power to name chairpersons or co-chairpersons to complete the unexpired terms of those who resign from standing committees and ad hoc committees.

BY-LAW X - QUORUMS

- Section 3. A quorum for all general meetings of this Association shall consist of one-third of the active members.
- Section 2. A quorum for Executive Board meetings shall consist of a majority of the voting members of the Executive Board.
- Section 3. A quorum for final committee reports shall consist of a majority of the members of the committee.

BY-LAW XI - DUES

Dues shall be determined annually in accordance with the budget adopted by the members,

BY-LAW XII - RATIFICATION

A contractual agreement of amendment(s) thereto, between this Association and the South Colonie School District will be adopted only when ratified by a majority vote of the members of the appropriate bargaining unit of this Association.

If the Executive Board decides by a three-quarter roll call vote of its members that an emergency situation exists which requires that a contractual agreement or amendment(s) thereto, must be acted upon before a vote of the general membership can be taken, the Executive Board shall have the power to ratify such agreement or amendment(s) by a three-quarter roll call vote of its members.

BY-LAW XIII - EFFECTIVE

The Articles and By-Laws of this Constitution shall become law of this Association when approved by the existing Executive Board and by a majority of the total membership of this Association.

